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MEMORANDUM FOR: DD/Pers/P&C

FROM

:

Chief, Position Management & Compensation Division

SUBJECT : Fighting Inflation and Reducing Daily Operating Costs

The PMCD semi-annual report on inflation fighting efforts for the period ending 30 June 1976 is as follows:

Group I: Savings to date for the current fiscal year.

1. Retention of only one official set of 261 files; this has reduced file maintenance manhours, safe space and filing material (savings - one safe drawer or 50%).

2. Reduction of the number of survey report copies retained (savings - one safe drawer or 33%).

3. Elimination of domestic and overseas TDY for PMCD surveys during the current period (savings - \$10,000  $\pm$ ) and during the next reporting period (savings - \$10,000  $\pm$ ).

4. Consolidation of Position Description Files has reduced file maintenance manhours, safe space and filing material (savings - two safe drawers or 15%).

5. Consolidation of individual Position Management Officer operating files has provided four new PMCD employees with corresponding space at an increase of only one two-drawer safe.

Group II. Savings expected on an annual basis in future fiscal years.

PMCD has developed a Position Evaluation Worksheet form which is expected to greatly reduce the amount of paper in organization and position background files, reduce research time on past position evaluations and improve the effectiveness of the filing system. (savings - unknown at present)

Group III. One-time savings for the current or future fiscal years.

1. In advance of availability to other agencies, PMCD borrowed a briefing aid package on the Factor Evaluation System from the Civil Service Commission. The package was duplicated in triplicate without direct cost. (savings - \$120.00)

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2. As earlier reported, the planned move of PMCD from C of C Building should result in a measure of savings in time and travel costs for the coming fiscal year. Based on the number of Agency departmental employees assigned to components at C of C [REDACTED] time and travel related to these elements are approximately [REDACTED] respectively. Thus, a move from C of C Building to Rosslyn should result in savings of approximately 13% in time and travel costs.

[REDACTED]

Chief

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